

OUTLINE OF PROJECT PLANNING PROCEDURE

1. Before or after final project approval (as determined by the CAO/DDP), the project officer will discuss the detailed project outline with a designated Administrative Planning Officer. Jointly, a full understanding of the requirements of the project, the purpose of the project, and the circumstances under which it will be carried out shall be developed. In particular, each of the following points must be covered:

- a. The general support requirements—men, money, personnel.
- b. Cover factors limiting the amount or manner in which direct support can be furnished by CIA, or which limit the manner of furnishing such support.
- c. Control factors (i.e., relationships between CIA and the principal or principals of the project entity) limiting the support to be furnished by CIA or which limit the manner of furnishing such support.
- d. Circumstantial factors limiting support and administration. These factors include items such as inadequacy of communications, absence or presence of local supply facilities, whether personnel of the activity are witting or unwitting, time deadlines, etc. A thorough discussion and analysis of the operation in terms of the above-mentioned factors will result in the creation of a series of problems which must be solved by an appropriate administrative plan.

2. The Administrative Planning Officer in conjunction with the Project Officer should then assemble appropriate representatives from the various administrative and operational offices and staffs. The determination as to whether or not to invite the participation of any office or staff is whether or not their support is required or their basic responsibilities are involved. Appropriate offices and staffs will include:

Office of the General Counsel	Medical Office
Comptroller's Office	Procurement Office
Personnel Office	Commercial Division
Security Office	Cover Division
Communications Office	

To this group, the project concept, support requirements and other controlling or limiting factors would be presented. The problems involved would be generally discussed and supplementary information obtained so that all representatives would have an adequate common concept and so that each representative would have a full understanding of the support which would be required of his office and the limiting factors thereon.

3. The Administrative Planning Officer would then assign to each administrative office representative responsibility for the proper development of an appropriate section of the Administrative Plan. It will be mandatory that each such plan cover the following points at a minimum:

- a. The extent to which the administrative office can and will support the project.
- b. Explanations of any special techniques or methods essential to either providing the support or protecting the security of the operation.
- c. The extent to which support by the operating entity is authorized, any limitations on or requirements related to the exercise of such authorities.
- d. Any specific policy stipulations which are deemed essential to the fulfillment of basic Agency administrative responsibilities.
- e. Detailed reporting requirements; i.e., what reports are required, the contents thereof, when to be submitted and the routing, review responsibilities and place of filing.

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

*missing 1 attachment*